

15 FAM 770 REQUIRED PROCEDURES AND GUIDELINES

(CT:OBO-11; 09-11-2006)
(Office of Origin: OBO)

15 FAM 771 GUIDELINES ON IDENTIFYING AND PRESERVING ANTIQUES, WORKS OF ART, AND OTHER CULTURAL HERITAGE OBJECTS

15 FAM 771.1 Identification

(CT:OBO-9; 06-26-2006)
(Uniform State/USAID/Commerce/Agriculture/DIA)

- a. **Appraisals:** The Curatorial Services Program staff of the Interiors and Furnishings Division in the Project Execution Office of the Bureau of Overseas Buildings Operations (OBO/PE/IF) conducts professional appraisals at posts with significant collections of antiques, works of art, and other cultural heritage objects. The program staff serves as the contracting officer's representative (COR) for appraisal contracts.
- b. **Documentation:** Whenever possible, post property management officers must provide the Curatorial Services Program staff with copies of the following records:
 - (1) Names of artists or makers;
 - (2) Historic associations and biographies;
 - (3) Donor letters;
 - (4) Bills of sale with purchase dates and sources;
 - (5) Annotations regarding related published information; and
 - (6) Photographs.

Posts must maintain originals of these records. The program staff will provide posts with additional information to support their maintenance and preservation.

- c. **Inventories:** Posts must inventory antiques, works of art, and other

cultural heritage objects annually, paying particular attention to the condition assessment (see 15 FAM 736.1).

15 FAM 771.2 Preservation

(CT:OBO-9; 06-26-2006)

(Uniform State/USAID/Commerce/Agriculture/DIA)

- a. **Maintenance:** Posts must follow the specific guidance *of* the Curatorial Services Program staff of the Interiors and Furnishings Division in the Project Execution Office of the Bureau of Overseas Buildings Operations (OBO/PE/IF) concerning the placement, routine care, activities to monitor the environment, and moving and storage of antiques, works of art, and other cultural heritage objects.
- b. **Conservation:** Property management officers must report damage or deterioration of antiques, works of art, and other cultural heritage objects to the Curatorial Services Program. Posts should not attempt to remedy a problem without prior approval. The program staff must provide direction for selecting qualified professionals, soliciting bids, evaluating treatment proposals, and ensuring satisfactory project completion.

15 FAM 772 PROCEDURES FOR ANNUAL INVENTORIES

15 FAM 772.1 State Department

(CT:OBO-9; 06-26-2006)

(Uniform State/USAID/Commerce/Agriculture/DIA)

- a. Nonexpendable property application (NEPA) and non-NEPA reporting posts must follow the general reporting requirements noted below:
 - (1) If there is no change in occupant, in the year following a complete inventory, the household inventory submission can consist of changes in the condition of items and additions, deletions, or other changes. If there are no changes, the occupant or property management officer must submit a memorandum to the Interiors and Furnishings Division in the Project Execution Office of the Bureau of Overseas Buildings Operations (OBO/PE/IF) to that effect;
 - (2) Posts must conduct and submit complete representational inventories each year, except kitchenware, and antiques, works of art, and other cultural heritage object inventories;
 - (3) Posts must report lost or missing items from the previous inventory

- on Form DS-132, Property Disposal Authorization and Survey Report. The accountable property officer (APO) and resident must sign inventories (see 15 FAM Exhibit 772A, Form DS-4009, Occupant Certification);
- (4) Annual inventories should contain a complete description of all items, i.e., manufacturers, sizes, patterns, colors, conditions, acquisition costs, purchase dates, and appraised values and appraisal dates for antiques, works of art, and other cultural heritage objects, with items listed by building and room location;
 - (5) Annual inventories consist of three reports:
 - (a) **Household inventories** (furniture and/or furnishings). See 15 FAM Exhibit 772B, Sample Household Inventory of Residences with Representational Furniture and Furnishings (do not include Art in Embassies items);
 - (b) **Representational inventories** (china, glassware, flatware, hollowware, kitchenware). See 15 FAM Exhibit 772C, Form DS-1958, Inventory Report; and
 - (c) **Antiques, works of art, and other cultural heritage objects inventories** (if applicable).
- b. For OSM categories 1 and 2 posts, when the occupant changes in representational residences, post must conduct and submit a new inventory. In succeeding years, post may copy initial inventories, make corrections, have the responsible person sign, and submit the inventories to the Interiors and Furnishings Division in the Project Execution Office of the Bureau of Overseas Buildings Operations (OBO/PE/IF) by November 1.
 - c. OBO/PE/IF will not process requests for additional items for representational residences within a country, including ambassador, DCM, CG, PO, and USINT PO, until receipt of current inventories.

15 FAM 772.2 USAID Mission Director Residences

(CT:OBO-11; 09-11-2006)
(USAID Only)

- a. USAID missions must submit to the Overseas Management *Staff* in the Bureau for Management, USAID/Washington (USAID/W - M/OMS) an annual inventory of all U.S. Government-owned property in the mission director's residence. Conduct inventories as of September 30 and include all nonpersonal furniture, furnishings, appliances, and equipment (FFA&E), property on loan from other agencies, security equipment, and installed equipment. Forward inventories by November 10. Regardless of funding source, the total value of FFA&E must not exceed **\$50,000**.

- b. In calculating the total inventory value subject to the limitations, exclude built-in cabinets and clothes closets, installed equipment (hot water heaters, cooling and heating units, generators, etc.), and packing, crating, and shipping costs. Also exclude chinaware, glassware, silverware, kitchen utensils, and linens as listed in 15 FAM Exhibit 732A. However, do not exceed maximum quantities listed. Limits are also established on appliances and/or equipment at Part J of the exhibit. Items listed at Part J of the exhibit are included in the limitation. Exclude draperies if there is a post drapery policy in place and the residence complies with that policy. Each USAID mission director must submit the following signed certificate to USAID/W - M/OMS by November 10:

I certify that the total inventory value (original acquisition cost) of all U.S. Government furniture, furnishings, and equipment assigned to and/or located in my official representational quarters as of September 30, 20__, did not exceed *\$50,000*.

15 FAM 773 ART IN EMBASSIES PROGRAM REQUIREMENTS

(CT:OBO-9; 06-26-2006)

(Uniform State/USAID/Commerce/Agriculture/DIA)

- a. **Responsibilities:** The Art in Embassies Program Division in the Operations and Maintenance Office of the Bureau of Overseas Buildings Operations (OBO/OM/ART) arranges exhibitions of loaned or donated works of art; assembles, crates, and ships the works of art to post; and procures the fine arts insurance coverage. The regional bureau funds packing and shipping costs. Post and the ambassador must follow the exact instructions of the lenders and OBO/OM/ART for the care, handling, and safekeeping of the works of art. The ambassador must observe the terms of the loan agreement and the return of the works of art. (See 14 FAM 411.2-10 for employee responsibilities related to personal property and 14 FAM 411.3-2, paragraph c, for penalties for noncompliance.)
- b. **Receiving art:**
- (1) Before arrival of the works of art, OBO/OM/ART cables post a detailed inventory and instructions for unpacking and handling the works of art. Comprehensive information concerning care and safekeeping follows in a separate cable;
 - (2) In residences that have been designated by OBO as historic or culturally significant, special care must be taken to avoid damaging historic or high-value wall surfaces, finishes or architectural elements. Repairs to these surfaces can be expensive and difficult

- to accomplish. Post and OM/ART share the responsibility for ensuring that historic building fabric is not damaged by OBO/OM/ART installations, and post has sole responsibility for guarding against damage from non-OM/ART installations. Any proposal to mount art directly to walls that may fall into this category must be approved in advance, in writing, by the Project Execution Office's Residential Branch in the Interiors and Furnishings Division (PE/IF/RD) and the Architectural Design Branch in the Design and Engineering Division (PE/DE/ADB) of the Bureau of Overseas Buildings Operations.
- c. **Preservation of shipping materials:** Post must retain shipping crates and packing material in a climate-controlled area, preferably at the ambassador's residence or in a post climate-controlled warehouse, for the eventual return of the works of art.
 - d. **Safeguarding art during display:** Post should place works of art away from the flow of traffic. OBO/OM/ART monitors the location and condition of the works of art at post, including climate control. OBO/PE/DE will be notified by OBO/OM/ART whenever deficient climate conditions exist. Art will not be hung while these conditions exist. Post must contact OBO/OM/ART before cleaning or moving the works of art. For any renovation or repair near the works of art, post must request moving and storage instructions from OBO/OM/ART.
 - e. **Return of art:** Post must pack and ship art to the Department under the ambassador's recognizance. OBO/OM/ART provides complete instructions to post. Post must return the works of art prior to the ambassador's final departure from post. A U.S. citizen employee must supervise all packing.
 - f. **Art at posts in crisis:** Art is subject to recall by OBO/OM/ART with clearance by the regional bureau executive director. If a post is in crisis, OBO can only offer art from the U.S. Government-owned (GO) collection.
 - g. **Publications:** OBO/OM/ART funds and prints a small, full-color publication for the art exhibition. The publication serves as a public diplomacy tool for post, documents the exhibition, promotes the artists, and acknowledges the generosity of lenders. OBO/OM/ART determines the format, design, content, and serves as liaison with the printer. See *Art in Embassies: Publications and Printing Guidelines* for further information.
 - h. **American artists abroad:** Depending on the availability of funding, OBO/OM/ART selects about 10-12 artists per year to visit the post(s) where their art is exhibited. Artists conduct short-term programs with local audiences. OBO/OM/ART funds travel, lodging, meals, incidentals, and other expenses.

15 FAM 774 USAID PROCUREMENT REQUIREMENTS

(CT:OBO-11; 09-11-2006)
(USAID Only)

- a. Missions *are responsible* for *ordering* representational items directly from vendors. *Limitations on quantity and types of items are specified in 15 FAM Exhibit 732A.* USAID/W – M/OMS must approve any deviation from the authorized representational item list (see *15 FAM Exhibit 732A*).
- b. USAID missions may order household furniture *either directly* from the Department of State Residential Furniture Contract or from other sources (such as local or third-country purchase). *To order from the State Department vendor, follow the procedures as provided by USAID/W – M/OMS on an annual basis.*
- c. USAID missions must not use appropriations or trust funds to buy, transport, install, or repair videotape machines, televisions, or swimming pool equipment for residential quarters.
- d. In residential quarters, USAID missions should use colors and fabrics suitable to several occupants. USAID missions should also establish a mission ranking or specify in their housing handbook a time period and conditions for replacement, refinishing, and reupholstering, with four years a typical minimum.
- e. Base the type and quantity of furniture, furnishings, appliances, and equipment (FFA&E), except for mission directors, on the size and composition of the family, not size of quarters. USAID may issue additional FFA&E for residences with unusually large living rooms and/or one guest room.
- f. Prior to or during phase-down posture, a mission must hold procurement to the absolute minimum.

15 FAM 775 THROUGH 779 UNASSIGNED

15 FAM EXHIBIT 772A FORM DS-4009 OCCUPANT CERTIFICATION

(CT:OBO-9; 06-26-2006)



U.S. Department of State

OCCUPANT CERTIFICATION

POST: _____

OFFICIAL RESIDENCE: _____

INVENTORY TAKEN BY: _____

SIGNATURE

DATE (mm-dd-yyyy)

ADMIN SECTION: _____

SIGNATURE

DATE (mm-dd-yyyy)

OCCUPANT CERTIFICATION

I acknowledge receipt of the property listed in this inventory. Except for normal wear and tear and circumstances beyond my control, I accept financial responsibility for damage or loss of property caused by me or members of my household. It is understood that the extent of my liability for damages or lost property will be determined by a Property Survey Board.

SIGNATURE

DATE (mm-dd-yyyy)

DS-4009
07-2002

15 FAM EXHIBIT 772B SAMPLE HOUSEHOLD INVENTORY OF RESIDENCES WITH REPRESENTATIONAL FURNITURE AND FURNISHINGS

(CT:OBO-9; 06-26-2006)

USE THIS FORMAT IF POST DOES NOT HAVE NONEXPENDABLE
PROPERTY APPLICATION (NEPA) CAPABILITIES.

HOUSEHOLD INVENTORY REPORT*

POST:	ANTANANARIVO	OCCUPANT:	AMBASSADOR
PROPERTY NO.:	X01001	DATE:	JULY 1, 2004
ROOM LOCATION:	DINING ROOM		

INVENTORY NUMBER	ITEM AND DESCRIPTION	CONDITION E-EXCELLENT G-GOOD F-FAIR P-POOR	COST	YEAR
E27.4	1 TABLE, END - 1 DRAWER W/SHELF, 24"X30"X20"H, DARK WOOD FINISH	F	80.00	1995
E29-6 TO E29-26	20 DINING CHAIRS - BLOND WOOD, UPHOLSTERED SEAT AND BACK, RED/GREEN STRIPE	18-G 2-P	60.00	1995
E30.7	1 PR. DRAPERY, OFF-WHITE, ROUGH TEXTURE W/LINING. CURVED VALANCE (PELMET) W/BEIGE/GREEN FRINGE	G	UNK	1994
E30.9	1 RUG - 12'X18', BEIGE W/CARVED BORDER W/UNDERLAY (PAD) (or) CARPET - WALL-TO-WALL, BEIGE	G	UNK	UNK
E27.8	2 LAMPS, CHINESE VASE, RED FLORAL, 27" HIGH; SHADE: WHITE SILK, 27" ACROSS TOP, 28" BOTTOM, 18" SIDE HEIGHT	G F	80.00 50.00	1997 1997

(* Hypothetical Numbers)

15 FAM EXHIBIT 772C FORM DS-1958 INVENTORY REPORT

(CT:OBO-9; 06-26-2006)

This form is available from the DIR web site

PLACE SETTING	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	[*****]	OBO USE ONLY	[*****]
				RETURNED	SENT	DATE (mm-dd-yyyy)
CAMUSSO INVENTORY REPORT						
POST: _____ RESIDENCE: _____ BUILDING NO. _____ DATE: (mm-dd-yyyy) _____						
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF PLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."						
TEASPOON	64 201					
PLACE KNIFE (D/L)	64 202					
PLACE FORK (LUNCHEON)	64 203					
PLACE SPOON (DESSERT)	64 204					
DINNER KNIFE	64 205					
DINNER FORK	64 206					
CREAM SOUP SPOON	64 207					
SALAD FORK - INDIVIDUAL	64 208					
BUTTER SPREADER - HH	64 209					
COFFEE SPOON (DEMITA SSB)	64 210					
ICED BEVERAGE SPOON	64 211					
FISH FORK - INDIVIDUAL	64 212					
FISH KNIFE - INDIVIDUAL	64 213					
STEAK KNIFE - INDIVIDUAL	64 223					
TEA FORK	64 229					
DESSERT FORK	64 230					
BUTTER SPREADER - FH	64 231					
SERVING PIECES						
TABLESPOON-REGULAR	64 214					
TABLESPOON-PIERCED	64 215					
COLD MEAT FORK-REGULAR	64 216					
GRAVY LADLE	64 217					
PIECAKE SERVER	64 218					
SALAD SET	64 219					
ROAST CARVING FORK	64 220					
ROAST CARVING KNIFE	64 221					
TOMATO SERVER (PLAT)	64 222					
SUGAR SHELL	64 224					
SALAD/MEAT FORK-LARGE	64 225					
SALAD/BERRY SPOON	64 226					
FISH SERVING FORK - LG.	64 227					
FISH SERVING KNIFE - LG.	64 228					
STEAK CARVING KNIFE	64 232					
PUNCH LADLE	64 233					
CASSEROLE SPOON	64 234					
MEAT FORK-LARGE	64 235					
STEAK CARVING FORK	64 236					
ICE CREAM SPOON	64 237					
BUTTER SERVING KNIFE	64 238					
CAKE SLICER	64 239					
TABLESPOON - LARGE	64 240					
* Due to the size of the Ice Cream Spoon (237), this should be considered a place setting piece.						
Certified Correctly by: _____ Signature _____ TRUE _____ Date (mm-dd-yyyy) _____						
DS-1958 07-2002 Page 1 of 12						

GRAND COLONIAL INVENTORY REPORT							
POST: _____		RESIDENCE: _____		BUILDING NO. _____		DATE: (mm-dd-yyyy) _____	
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF PLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."							
PLACE SETTING	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	[*****]	OBO USE ONLY	*****]	
					RETURNED	SENT	DATE (mm-dd-yyyy)
TEASPOON	64-301						
PLACE KNIFE (D/L)	64-302						
PLACE FORK (D/L)	64-303						
PLACE SPOON (DESSERT)	64-304						
DINNER KNIFE	64-305						
DINNER FORK	64-306						
CREAM SOUP SPOON	64-307						
SALAD FORK - INDIVIDUAL	64-308						
BUTTER SPREADER - FH	64-309						
COFFEE SPOON (DESSERT)	64-310						
ICED BEVERAGE SPOON	64-311						
FISH FORK - INDIVIDUAL	64-312						
FISH KNIFE - INDIVIDUAL	64-313						
STEAK KNIFE - INDIVIDUAL	64-323						
ICE CREAM FORK	64-329						
BUTTER SPREADER - HH	64-333						
SERVING PIECES							
TABLESPOON - REGULAR	64-314						
TABLESPOON - PERCED	64-315						
COLD MEAT FORK-REGULAR	64-316						
GRAVY LADLE	64-317						
PIE/CAKE SERVER	64-318						
SALAD SET	64-319						
ROAST CARVING FORK	64-320						
ROAST CARVING KNIFE	64-321						
TOMATO SERVER (FLAT)	64-322						
SUGAR SHELL	64-324						
SALAD SERVING FORK	64-325						
SALAD SERVING SPOON	64-326						
FISH SERVING FORK - LG.	64-327						
FISH SERVING KNIFE - LG.	64-328						
CAKE KNIFE	64-330						
BUTTER SERVING KNIFE	64-331						
BREAD KNIFE	64-332						
Certified Correctly: _____							
	Signature			Title			Date (mm-dd-yyyy)

DS-1958

**MARIE LOUISE
INVENTORY REPORT**

POST: _____ RESIDENCE: _____ BUILDING NO. _____ DATE: (mm-dd-yyyy) _____

**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF FLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."

PLACE SETTING	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	[*****]		OBO USE ONLY		[*****]	
				RETURNED	SENT	DATE (mm-dd-yyyy)	DATE (mm-dd-yyyy)		
TEASPOON	64401								
PLACE KNIFE (D/L)	64402								
PLACE FORK (D/L)	64403								
PLACE SPOON (DESSERT)	64404								
DINNER KNIFE	64405								
DINNER FORK	64406								
CREAM SOUP SPOON	64407								
SALAD FORK - INDIVIDUAL	64408								
BUTTER SPREADER - HH	64409								
COFFEE SPOON (B/MITA/SSE)	64410								
ICED BEVERAGE SPOON	64411								
FISH FORK - INDIVIDUAL	64412								
FISH KNIFE - INDIVIDUAL	64413								
STEAK KNIFE - INDIVIDUAL	64423								
CHILD'S FORK/DESSERT	64429								
ICE CREAM FORK/SPOON	64430								
BUTTER SPREADER - RH	64436								
SERVING PIECES									
TABLESPOON - REGULAR	64414								
TABLESPOON - PERCED	64415								
COLD MEAT FORK-REGULAR	64416								
GRAVY LADLE	64417								
PIE/CAKE SERVER	64418								
SALAD SET	64419								
ROAST CARVING FORK	64420								
ROAST CARVING KNIFE	64421								
TOMATO SERVER (PLAT)	64422								
SUGAR SHELL	64424								
SALAD/MEAT FORK-LARGE	64425								
SALAD/BERRY SPOON	64426								
FISH SERVING FORK - LG.	64427								
FISH SERVING KNIFE - LG.	64428								
PUNCH LADLE	64431								
CASSEROLE SPOON	64432								
PASTRY SERVER	64433								
BUTTER SERVING KNIFE	64434								
CAKE KNIFE	64435								

Certified Correctly by: _____ Signature _____ TIME _____ Date (mm-dd-yyyy) _____

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EMBASSY SCROLL
INVENTORY REPORT

POST: _____ RESIDENCE: _____ BUILDING NO. _____ DATE: (mm-dd-YYYY)

**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF FLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."*

PLACE SETTING	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	[***** OBO USE ONLY *****]		
				RETURNED	SENT	DATE (mm-dd-YYYY)
TEASPOON	64 501					
PLACE KNIFE (D/L)	64 502					
PLACE FORK (D/L)	64 503					
PLACE SPOON (DESSERT)	64 504					
DINNER KNIFE	64 505					
DINNER FORK	64 506					
CREAM SOUP SPOON	64 507					
SALAD FORK - INDIVIDUAL	64 508					
BUTTER SPREADER - HH	64 509					
COFFEE SPOON (B/MITASSE)	64 510					
ICED BEVERAGE SPOON	64 511					
FISH FORK - INDIVIDUAL	64 512					
FISH KNIFE - INDIVIDUAL	64 513					
STEAK KNIFE - INDIVIDUAL	64 523					

SERVING PIECES

TABLESPOON - REGULAR	64 514					
TABLESPOON - PERCED	64 515					
COLD MEAT FORK - REGULAR	64 516					
GRAVY LADLE	64 517					
PIE/CAKE SERVER	64 518					
SALAD SET	64 519					
ROAST CARVING FORK	64 520					
ROAST CARVING KNIFE	64 521					
TOMATO SERVER	64 522					
SUGAR SHELL	64 524					
SALAD/MEAT FORK - LARGE	64 525					
SALAD BERRY SPOON	64 526					
FISH SERVING FORK - LG.	64 527					
FISH SERVING KNIFE - LG.	64 528					

Certified Correctly: _____ Signature _____ Title _____ Date (mm-dd-YYYY)

DS-1958

**SILVERPLATE (Page 1)
INVENTORY REPORT**

POST: _____ RESIDENCE: _____ BUILDING NO. _____ DATE: (mm-dd-yyyy) _____

****INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF FLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."**
****NOTE: SUBMIT A SEPARATE INVENTORY FOR EACH PATTERN OF SILVERPLATE FLATWARE.**

PLACE SETTING	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	PATTERN/VENDOR	OEO USE ONLY		DATE (mm-dd-yyyy)
					RETURNED	SENT	
TEASPOON	64 801						
PLACE KNIFE (D/L)	64 802						
PLACE FORK (LUNCHEON)	64 803						
PLACE SPOON (DESSERT)	64 804						
DINNER KNIFE	64 805						
DINNER FORK	64 806						
CREAM SOUP SPOON	64 807						
SALAD FORK - INDIVIDUAL	64 808						
BUTTER SPREADER - RH	64 809						
BUTTER SPREADER - HH	64 809						
COFFEE SPOON (B/M/T/SS/E)	64 810						
ICED BEVERAGE SPOON	64 811						
FISH FORK - INDIVIDUAL	64 812						
FISH KNIFE - INDIVIDUAL	64 813						
SERVING PIECES							
TABLESPOON - REGULAR	64 814						
TABLESPOON - PERCED	64 815						
COLD MEAT FORK-REGULAR	64 816						
GRAVY LADLE	64 817						
SOUP LADLE	64 821						
PIE/CAKE SERVER	64 822						
SALAD SET	64 825						
ROAST CARVING FORK	64 820						
STEAK CARVING FORK	64 825						
ROAST CARVING KNIFE	64 821						
STEAK CARVING KNIFE	64 826						
TOMATO SERVER (PLAT)	64 822						
STEAK KNIFE INDIVIDUAL	64 823						
SUGAR SHELL	64 824						
SALAD/MEAT FORK-LARGE	64 827						
SALAD BERRY SPOON	64 828						
FISH SERVING FORK - LG.	64 829						
FISH SERVING KNIFE - LG.	64 830						
TEA FORK	64 833						
CASSEROLE SPOON	64 836						
PUNCH LADLE	64 832						
BUTTER SERVING KNIFE	64 832						
CAKE KNIFE/SLICER	64 839						

Certified Correctly: _____ Signature _____ Title _____ Date (mm-dd-yyyy) _____

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SILVERPLATE (Page 2)
INVENTORY REPORT

POST: _____ RESIDENCE: _____ BUILDING NO. _____ DATE: (mm-dd-yyyy)

**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF FLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."
**NOTE: SUBMIT A SEPARATE INVENTORY FOR EACH PATTERN OF SILVERPLATE FLATWARE.

PLACE SETTING	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	PATTERN/VENDOR	***** OBO USE ONLY *****		*****	
					RETURNED	SENT	DATE (mm-dd-yyyy)	
ICE CREAM FORK	64 834							
ICE CREAM SPOON	64 835							
PASTRY SERVER	64 837							
FRUIT KNIFE	64 841							
COCKTAIL/OYS TER FORK	64 842							
CHEESE KNIFE	64 843							
CHEESE SERVER	64 844							
GRAPEFRUIT/MELON SPOON	64 845							
SALT SPOON	64 846							
OLIVE/PICKLE FORK	64 847							
BUTTER PICK	64 848							
LEMON FORK	64 849							
SUGAR TONGS	64 850							
BON BONNUT SPOON	64 851							
JELLY SERVER	64 852							

Certified Correctly by: _____ Signature _____ Title _____ Date (mm-dd-yyyy) _____

DB-1958

**GLASSWARE
INVENTORY REPORT**

POST: _____ RESIDENCE _____ BUILDING NO. _____ DATE (mm-dd-yyyy) _____

**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF GLASSWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."

CRESTED	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	REMARKS
WATER GOBLET	62701			
CHAMPAGNE	62702			
SHERBET	62703			
RINGER BOWL	62704			
RINGER BOWL PLATE	62705			
RED WINE	62706			
WHITEWINE	62707			
LIQUEUR	62708			
SHERRY	62709			
FOOTED ICED TEA	62710			
BRANDY SNIFTER	62711			

UNCRESTED	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	REMARKS
WATER GOBLET	62712			
CHAMPAGNE	62713			
SHERBET	62714			
RINGER BOWL	62715			
RINGER BOWL PLATE	62716			
RED WINE	62717			
WHITEWINE	62718			
LIQUEUR	62719			
SHERRY	62720			
FOOTED ICED TEA	62721			
HIGHBALL	62722			
OLD FASHIONED	62723			
MEDIUM TUMBLER	62724			
COCKTAIL	62725			
ON THE ROCKS	62726			
BRANDY AND SODA	62727			
BRANDY SNIFTER	62728			
TULIP CHAMPAGNE	62901			
RED WINE, ALL PURPOSE	62906			

Certified Correct by: _____ Signature _____ Title _____ Date (mm-dd-yyyy) _____

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CHINAWARE INVENTORY REPORT				
POST: _____		RESIDENCE _____		BUILDING NO. _____ DATE (mm-dd-yyyy) _____
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF CHINAWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."				
CRESTED	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	REMARKS
SERVICE PLATE COBALT BLUE	61801			
DINNER PLATE	61802			
ENTREE PLATE	61803			
SALAD/DESSERT PLATE	61804			
BREAD AND BUTTER PLATE	61805			
TEACUP	61806			
SAUCER FOR TEACUP	61807			
DEMITASSE CUP	61808			
SAUCER FOR DEMITASSE CUP	61809			
CREAM SOUP CUP	61810			
SAUCER FOR CREAM SOUP CUP	61811			
CEREAL/FRUIT DISH	61812			
PLATTER - 15-1/4"	61813			
SOUP/PASTA PLATE	61814			
CHOP DISH (ROUND) 13"	61815			
SALAD BOWL (ROUND)	61816			
SAUCEBOAT (GRAVY BOAT)	61817			
VEGETABLE BOWL (OV AL)	61818			
SUGAR BOWL	61819			
COVER FOR SUGAR BOWL	61820			
CREAMER	61821			
BEVERAGE SERVER (COFFEE/TEA)	61822			
COVER FOR BEVERAGE SERVER	61823			
UNCRESTED	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	REMARKS
DINNER PLATE	61824			
ENTREE PLATE	61825			
SALAD/DESSERT PLATE	61826			
BREAD AND BUTTER PLATE	61827			
TEACUP	61828			
SAUCER FOR TEACUP	61829			
DEMITASSE CUP	61830			
SAUCER FOR DEMITASSE CUP	61831			
CREAM SOUP CUP	61832			
SAUCER FOR CREAM SOUP CUP	61833			
CEREAL/FRUIT DISH	61834			
PLATTER - 15-1/4"	61835			
SOUP/PASTA PLATE	61836			
CHOP DISH (ROUND) 13"	61837			
SALAD BOWL (ROUND)	61838			
SAUCEBOAT (GRAVY BOAT)	61839			
VEGETABLE BOWL (OV AL)	61840			
SUGAR BOWL	61841			
COVER FOR SUGAR BOWL	61842			
CREAMER	61843			
BEVERAGE SERVER (COFFEE/TEA)	61844			
COVER FOR BEVERAGE SERVER	61845			

Certified Correct by: _____ Signature _____ Title _____ Date (mm-dd-yyyy) _____

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HOLLOWARE INVENTORY REPORT				
POST: _____		RESIDENCE _____		BUILDING NO. _____ DATE (mm-dd-yyyy) _____
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH RECIPE OF HOLLOWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."				
HOLLOWARE	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	FULL DESCRIPTION
HOLLOWARE	83500			
TRAY W/HANDLES	83501			
PLATTER (OV/AD)	83502			
WIRE COOLER	83503			
REVERSE BOWL/LINER	83504			
CANDELABRA	83505			
COFFEE POT	83506			
TEAPOT	83507			
CREAMER	83508			
WASTE	83509			
RETTLE/W/BURNER	83510			
TRAY W/OUT HANDLES	83511			
WAITER W/HANDLES	83512			
BUFFET SERVER	83513			
WIRE BASKET	83514			
SALAD BOWL	83515			
SALT AND PEPPER SET	83516			
PITCHER - WATER	83517			
SUGAR BOWL	83518			
ICE TONGS	83519			
ICE BUCKET	83520			
FOOD WARMER	83521			
CASSEROLE DISH	83522			
TRAY (ROUND)	83523			
HURRICANE LAMP	83524			
SHADE FOR HURRICANE LAMP	83525			
CANDLE STICK	83526			
PUNCH BOWL	83527			
PUNCH LADLE	83528			
PLACE CARD HOLDER	83529			
BREAD TRAY	83530			
BUTTER DISH	83531			
CHAFING DISH	83532			
PYREX LINERS	83533			
RICE SPOON	83701			
CHEESE KNIFE	83702			
STORAGE CHEST (FLATWARE)				
ADDITIONAL HOLLOWARE ITEMS NOT LISTED ABOVE:				
Certified Correct by: _____		Signature _____		Title _____ Date (mm-dd-yyyy) _____

KITCHEN UTENSILS INVENTORY REPORT				
POST: _____		RESIDENCE: _____		BUILDING NO. _____
DATE (mm-dd-yyyy) _____				
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF KITCHEN UTENSILS IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."				
KITCHEN UTENSILS (Pg. 1)	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	FULL DESCRIPTION
KITCHEN UTENSILS	83000			
CUTTING BOARD	83101			
CAKE DECORATING SET	83102			
DREDDGE WHANDLES	83103			
ROLLING PIN	83104			
FLOUR SIFTER	83105			
EGG SLICER	83106			
PASTY BRUSH	83107			
BOTTLE OPENER	83108			
GARLIC PRESS	83109			
CAN OPENER (MANUAL)	83110			
MEASURE	83111			
WIRESHIP	83112			
STRAINER	83113			
SKIMMER	83114			
SPOON WOODEN	83115			
BOWL SPOON	83116			
TONGS, SPRING	83117			
LADLE	83119			
PLATE SCRAPER	83121			
ICE PICK	83123			
FOOD CHOPPER	83124			
FOOD MILL	83125			
HITCHER	83126			
TRASH CAN W/COVER	83127			
CORKSCREW, WINGED	83128			
ASH TRAY	83129			
COOK'S FORK, HEAVY	83130			
GRAPEFRUIT KNIFE	83131			
PAPER COILER	83132			
MELON BALLER	83133			
PIE SERVER	83134			
PANCAKE TURNER	83135			
HAMBURGER TURNER	83136			
STEAK TURNER	83137			
FRY PAN, CAST IRON	83138			
FRY PAN COVER	83140			
MIXING BOWL	83141			
Certified Correct by: _____		_____		_____
Signature		Title		Date (mm-dd-yyyy)

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KITCHEN UTENSILS INVENTORY REPORT				
POST: _____		RESIDENCE _____		BUILDING NO. _____
DATE (mm-dd-yyyy) _____				
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF KITCHEN UTENSILS IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."				
KITCHEN UTENSILS (Pg. 2)	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	FULL DESCRIPTION
MIXING BOWL-3 QT.	83142			
MIXING BOWL-5 QT.	83143			
MIXING BOWL-8 QT.	83144			
MIXING BOWL-13 QT.	83145			
COLANDER	83146			
MUFFIN PAN	83147			
PIE PAN	83148			
SAUCE PAN	83149			
BUN PAN	83150			
ROAST PAN	83151			
COVERED ROASTER	83152			
FUNNEL	83153			
OPEN ROASTER W/BROILER	83154			
INSERT FOR ROASTER	83155			
SPAGHETTI COOKER	83156			
CAKE PAN	83157			
DISH PAN	83158			
SAUTE PAN	83159			
STOCK POT W/COVER	83160			
FRY PAN	83161			
SAUCEPAN W/COVER-2 QT.	83162			
SAUCEPAN W/COVER-3 QT.	83163			
SAUCEPAN W/COVER-5 QT.	83164			
SAUCEPAN W/COVER-8 QT.	83165			
DOUBLE BOILER	83166			
PARING KNIFE	83167			
SLICER	83168			
BREAD KNIFE	83169			
BONING KNIFE	83170			
CHEF'S KNIFE	83171			
SHARPENING STEEL	83172			
TEA STRAINER	83173			
PERCOLATOR - NON-ELECTRIC	83174			
TUBE CAKE PAN	83175			
KNIFE SHARPENER	83176			
SAUTE PAN				
STEAMER				
OMLETTE PAN				
QUICHE PAN				
STOCK POT				
LIDS				
DUTCH OVEN				
STEAMER				
TEA KETTLE				

Certified Correct by: _____	Signature	Title	Date (mm-dd-yyyy) _____
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